

18 September 1981

MEMORANDUM FOR: Chief, External Affairs Staff, OPP  
Chief, Interdepartmental Affairs Staff, OPP

SUBJECT: Procedures for Supporting DCI/DDCI Congressional Hearings (U)

1. At the DCI's request, we will henceforth adhere to the following procedures to improve support for DCI and DDCI Congressional hearings:

a. Notification and Tasking

--C/EAS/OPP will be responsible for notifying all concerned when he learns of hearings for the DCI or DDCI. He will inform, as appropriate, the DCI, DDCI, D/OPP, C/IAS/OPP, C/NIC, DDO, D/NFAC, and DDS&T of the time and agenda of the hearings.

--C/EAS/OPP and C/IAS/OPP will consult with D/OPP and others as appropriate to determine which Agency components should be tasked to provide support. If the DCI or DDCI have made any independent requests for support, their respective Executive Assistants should inform C/IAS/OPP.

--C/IAS/OPP will task those Agency components identified to provide the required material, fully coordinated (both internally and with other components), to the C/IAS/OPP by noon, four working days prior to the date of the hearing. All papers should include draft talking points and mock-ups of any graphics or briefing aids required.

b. DCI Review

--C/IAS/OPP will organize and assemble the material into books for the DCI and DDCI. (Duplicate books will be provided also to D/OPP and C/EAS/OPP.) A list of those accompanying the Director will be included along with the talking points, basic papers, and supporting materials. The books will be given to the DCI and DDCI by COB, four days prior to the hearing.

--The DCI and DDCI will review the books and lay on any additional tasking three days prior to the hearing. C/IAS/OPP will inform the appropriate components of any additional work required, which will be due along with final graphics by noon, two days prior to hearing.

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--C/IAS/OPP will make the required changes to the books and, along with C/EAS/OPP, will meet with the DCI and/or DDCI the morning of the day prior to the hearing for a final review. Should any last minute changes be required, C/IAS/OPP will contact the appropriate components.

--The final edition of the briefing books will be passed to the DCI and DDCI by COB of the day prior to the hearing. (C)

2. The schedule indicated above assumes adequate warning of scheduled hearings. We recognize that the schedule frequently will not permit the four-day preparation period envisioned. All tasking will be accompanied by clear instructions regarding the schedule. (C)

3. The strict adherence of all concerned to the procedures and schedule will be required to make our Congressional support to the DCI and DDCI smooth and effective. (U)



Robert M. Gates  
Director, Office of Policy and Planning

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